

**For:** FSA Employees

**Announcing New Diversity Best Practices Award**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

As part of the diversity initiative within the Agency, a Diversity Best Practices Award was developed to recognize individuals who excel in promoting diversity within the Agency or Department and whose efforts produce positive, measurable diversity results.

**B**

**Purpose**

This notice announces the new Diversity Best Practices Award.

**C**

**Labor Relations Obligations**

Where exclusive representation exists, this notice does not apply until bargaining takes place. Where contract language addresses these policies and procedures for bargaining unit employees, contract language prevails.

<p><b>Disposal Date</b></p> <p>October 1, 2003</p>	<p><b>Distribution</b></p> <p>All FSA Employees, State Offices relay to County Offices</p>
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**Notice PM-2328**

**2 Diversity Best Practices Award Criteria and Procedure**

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**A**

**Award Criteria**

Award criteria will be based on an individual’s outstanding commitment and support in 1 of the following 4 areas.

Area	Award Criteria
Employment	<p>Involvement or participation in a professional organization, task group, or special committees and programs that directly affect the recruitment, retention, and/or advancement of women, minorities, and persons with disabilities in USDA or FSA and has resulted in reductions in under representation in occupations where imbalances exist.</p> <p><b>Examples:</b> Developed and implemented innovative recruitment and retention approaches to attracting minority, women, and disabled candidates to the Agency; developed innovative and extensive research to identify barriers that inhibit equal access to employment opportunities, and recommended ways to reduce or eliminate barriers that were adopted.</p>
Outreach	<p>Personal involvement with activities within the Agency or community directly related to improvement of employment opportunities for women, minorities, and/or persons with disabilities, and/or improvement of knowledge about or access to Agency or Department programs.</p> <p><b>Examples:</b> Developed extensive positive relationship with educational institutions, special emphasis groups, and the community to effectively market employment opportunities with the Agency or Department; designed and developed innovative outreach strategies that resulted in increased participation of minorities, women, and the disabled in Agency programs.</p>
Leadership	<p>Establishment of a positive work environment that supports equitable treatment of employees and clients served.</p> <p><b>Examples:</b> Developed and implemented strategies to assure that all employees have equal access to opportunities for personal and career development; designed and implemented strategies and follow-up measures to ensure that all staff is appropriately sensitized to the demands of a diverse client base.</p>
Education	<p>Planning, development, and implementation of programs and activities that promote the understanding and appreciation of diversity and its impact on productivity, customer service, and overall image of the Agency and/or Department.</p> <p><b>Examples:</b> Sponsored mini-workshops or provided guest speakers, videos, or educational material to promote the understanding and value of differences found within USDA’s workforce. Activities have clear objectives, are scheduled on a quarterly basis for Federal and non-Federal employees, and are evaluated as “successful” by 75 percent of attendees.</p>

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**Notice PM-2328**

**2 Diversity Best Practices Award Criteria and Procedure (Continued)**

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**B**

**Eligible Employees**

All Federal and non-Federal employees working for FSA are eligible.

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**C**

**Nominations**

Nominations may be submitted anytime during the year. The nomination should include:

- name and work location of nominee, indicating which of the 4 areas he or she is being nominated
  - a written justification addressing the nominee's exemplary work and/or accomplishments not to exceed 1 page
  - name and telephone number of person submitting the nomination.
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**D**

**Approval Process**

Submit nominations through the chain of command to the applicable Deputy Administrator or Executive Director State Operations (EDSO). The Deputy Administrator or EDSO will review each nomination and forward those recommended for approval to the Administrator.

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**E**

**Recognition**

Nominees approved by the Administrator shall receive a framed certificate by the Administrator and a Time-Off-Award of up to 40 hours.

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**Notice PM-2328**

**2 Diversity Best Practices Award Criteria and Procedure (Continued)**

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**F**

**Contact**

If there are questions about this notice, employees shall contact the appropriate office according to this table.

<b>Location</b>	<b>Contact</b>
National Office	HRD, Performance Management, Benefits, and Awards Branch at any of the following: <ul style="list-style-type: none"><li>• 202-418-8975</li><li>• 202-418-8973</li><li>• TTY at 202-418-9116.</li></ul>
APFO KCCO KCAO KC-ITSTO KC-ITSDO KCFO State Office	KCAO, Personnel Division, Employee Relations Branch at either of the following: <ul style="list-style-type: none"><li>• 816-926-6643</li><li>• TTY at 816-926-6148.</li></ul>
County Office	State Office.

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